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INTER-AGENCY COURIER RUNS

SECRET

PENTAGON COURIER STOPS

0830
Station Wagon
2 Couriers

ROOM NUMBER

GB-31	Headquarters Bldg., Mail and Courier Branch/ISD
1C-470	Asst. Chief of Staff for Intelligence, G-2
1C-474	Asst. Chief of Staff for Intelligence, G-2 (Top Secret Control)
4C-118	Air Force, Registry, & T.S. Control
4C-1000	Air Force, deliver direct only
2D-233	Defense Intelligence Agency - Registry
3E-231	Defense Intelligence Agency (D/DIA)
2A-266	GMAIC (Guided Missile Astronautic Intell. Committee)
1B-945	Defense Dept. Post Office
25X1A 1B-889	██████████, Top Secret NATO material
1A-518	Army Library, Deliver and Pickup
5B-663	Navy Intell. Registry & T.S. Control
2D-945	Joint Chief of Staff

(MONDAY - WEDNESDAY - FRIDAY)
1300 hours run

GUARD'S DESK Aeronautical Chart & Information Center (ACIC) 1221 Fern St.
Arlington, Va.

LOADING DOCK DIA, AP 10X 2, 1211 Fern St., Arlington, Va.

MAIL ROOM (7th Floor) Institute Defense Analysis (IDA), 400 Army-Navy Dr.
Arlington, Va.

Rm. 2117 Marine Corps, Navy Annex

GUARD DESK Defense Communications Agency, 8th & Courthouse Rd. Arlington, Va.

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NOTE: Deliver all mail direct as indicated, pickup and deliver all specials as directed.

Afternoon run same as the morning, deliver all mail addressed to Arlington Hall, DIA (Defense Intell. Agency), CO-3 Bldg. A, & DIA - Bldg. B; also Army Security Agency located in Admin. Bldg.

SCHEDULE LEAVING TIMES: 0830 & 1300

2 Radio Sedan
2 Couriers

STATE

PENTAGON

TIME	DEAD LINES DCT	DC/T	S/S	AID B-461 cab. D/L	DEAD LINES	WHITE HOUSE D/L	DEADLINES					CABLES				
							DIA	NIC	COM.	AF	NAVY	STF.	MACC	RMCC	JCS	JRC
	6527	5243	7512				1C920	1E821	5A926	4B1062	4D655	5B926	2C940	2C940	CAB.	2B856
2400		X	X		X	X	X	X	X	X		X	X	X	X	
0145		X	X		X	X	X	X	X	X	X	X	X	X	X	
0330		X	X		X	X	X	X	X	X		X	X	X	X	
0500		X	X		X	X	X	X	X	X		X	X	X	X	
0630	X	X	X	X	X	X	X	X	X	X		X	X	X	X	
0815	X	X	X	X	X	X	X	X	X	X		X	X	X	X	
0945	X	X	X	X	X	X	X	X	X	X		X	X	X	X	
1200	X	X	X	X	X	X	X	X	X	X		X	X	X	X	
1345	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1515	X	X	X	X	X	X	X	X	X	X		X	X	X	X	
1715		X	X		X	X	X	X	X	X		X	X	X	X	
1900		X	X		X	X	X	X	X	X		X	X	X	X	
2045		X	X		X	X	X	X	X	X		X	X	X	X	
2230		X			X	X	X	X	X	X		X	X	X	X	

STAFF COURIERS READ INSTRUCTIONS

- The above chart indicates the departure times from the cable secretariat. The Teletype Dissemination cables should be closed out approximately 15 minutes prior to departure times shown above. During the normal work week two couriers are assigned; one delivering TD's to the Pentagon and picking up non-CIA cables; the other delivering TD's to State and EOB and picking up SS, DC/T cables and DCI EYES ONLY material. On weekends these separate trips are combined with one man making the complete circuit. The CIA watch, when the need arises, may direct either or both couriers to provide special trips. The Courier Service should be notified and the TD's will be held for delivery on a subsequent trip. During the week if the State courier is diverted from a run the TD's for Army, NIC, and DIA should be delivered as scheduled, with State and EOB withheld until the next run. If they divert the Pentagon man, the TD's for Pentagon should be held and the State and EOB TD's dispatched as scheduled. On weekends with only one man working, all TD's should be held until the next scheduled run.

(cont)

2. Vehicles with two-way radios will be used on all shifts.

3. Deliver JRC and NMCC material direct to Watch Office.

25X1A9a

25X1A 4. Any emergency or unscheduled absence must be reported immediately to [REDACTED] or in his absence to one of the following Supervisors: [REDACTED]

NOTE: "X" indicates steps to be made on the above scheduled runs.

CABLE RUNS SATURDAY - SUNDAY - HOLIDAYS

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1 Radio Sedan
1 Courier

	S/S 7512	DC/T 5243	DEADLINES 7516	AID B-461	LOG. CABLES 1206 AMES	TSD 212	SOUTH	WHITE HOUSE	DIA 1C-920	NIC 1E-821	AF 1B-1062	STAFF COM. 5A-926	NAVY 4D-655	NMCC DEL. 2D-945	JCS & CIA REP. 2D-901	JCS CABLES PU	JRC 2D-927	DEL. to WO
2400	X	X	X						X	X	X	X		X	X			
0230	X	X	X						X	X	X	X		X		X		
0500	X	X	X						X	X	X	X	X	X		X	X	
0630	X	X	X						X	X	X	X		X		X		
0800	X	X	X															
1000	X	X	X			X			X	X	X	X		X	X	X		
1200	X	X	X	X	X	X		X	X	X	X	X		X	X	X		
1430	X	X	X					X	X	X	X	X		X	X	X		
1530	X	X	X					X	X	X	X	X	X	X		X		
1730	X	X	X					X	X	X	X	X		X		X		
2000	X	X	X					X	X	X	X	X		X		X		
2200	X	X	X					X	X	X	X	X		X		X		

STAFF COURIERS: READ INSTRUCTIONS

- The above are departure times from Cable Secretariat. TD mail should be closed out approximately 15 minutes earlier than the times shown. The CIA Watch Officer, when the need arises, may direct the Courier to make special stops, or combine special stops with a regular run. If regular circuit cannot be completed notify cable secretariat that the Watch Officer is sending you on a special courier run, and that cable run cannot be completed.
- Vehicles with two-way radios will be used on all shifts.
- When 0630 run is completed, process Sunday newspapers (MARKED IN RED), or Holiday newspapers. These should be processed and delivered immediately. When delivery is completed, process the remaining newspapers.
- Deliver JRC and NMCC/CIA Rep. material direct to Watch Office. 25X1A9a
- Any emergency or unscheduled absence must be reported immediately to [REDACTED] or in his absence to one of the following supervisors: [REDACTED] 25X1A9a
- "X" indicates stops and deliveries to be made on the above schedule runs.
- All mail addressed to [REDACTED] 3E-869B, at the Pentagon, after hours Sat., Sun. and Holidays, will be delivered to the CIA Rep. at NMCC.

25X1A9a

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25X1A6a

COUNTRY RUN OR [REDACTED]

0830
Sedan
1 Courier

ROOM NUMBER

GB-31 Headquarters Bldg., Mail and Courier Branch/LSD

212 South Technical Services Division/DDP (TSD)
(Pickup material for [REDACTED])

Warehouse Stop at TSD Lab. at [REDACTED] outside of building.

[REDACTED] Pickup and deliver for TSD, return all mail picked up to TSD,
212 South Bldg.

NOTE: Monday, Wednesday and Friday are scheduled TSD runs at 0830, also
deliver all Mail to Air Force technical application center, Hybla Valley

GB-31 Leave Headquarters Bldg. 1300

Mail Room ONI/STIC (Scientific & Technical Intelligence Center)
Bldg. #52, Naval Observatory

Rm. 304 Board of Geographic Names (BGN), Conn. Ave. & Van Ness Sts. N.W.

Laboratory Suburban Hospital, Bethesda, Md.

Rm. E-278 AEC Intell. Registry/Atomic Energy Comm.

Rm. G-239 AEC Security, Registry

Rm. J-222 AEC Security Pickup for DD/P
[REDACTED]

NOTE: 1300 run is made Monday thru Friday.

Rm. GB-31 Tuesday and Thursday deliver and pickup at the [REDACTED]
[REDACTED] return incoming material
to GB-31, scheduled run 0830.

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REFRO #2 COURIER STOPS

0630

$\frac{1}{2}$ Ton Panel

2 Couriers

0630:

Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/ISD -- Pickup [REDACTED] material from South Loading Dock Guard Post, "15 - #2 Bags" and deliver to: 10th Floor Key Building [REDACTED] City Post Office, North Capital St., USIA Mail Rm, Loading Dock, 1776 Pennsylvania Ave., and State Dept. Mail Rm. B-528; also pickup in State Dept. Mail Room material addressed to Acq. Br/CRS, and cables in Rm. B-461, A.I.D. (Agency for International Development) deliver material from State Dept. Mail Room to Acq. Br/CRS, Rm. GF-18 Headquarters Bldg., A.I.D. cables to DD/CRS, Rm. GF-28 Headquarters Bldg.

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0900:

Rm. GB-31 Pickup and deliver material addressed to U.S. Coast Guard, Rm. 1108, 1201 E St., N.W.

Rm. 703 Key Bldg., Pickup material for Rm. 501, and 401 Treasury Annex, 1201 E. St., N.W.; all material picked up in rooms 501 and 401 return to 703 Key Bldg.

25X1A9a

Rm. 2069 Health Education & Welfare -- Pickup for [REDACTED] DDP

25X1C8a

Mail Room

Loading Dock

Receptionist

Receptionist

Receptionist

Receptionist

SECRET

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RI/STAFF POUCH RUN/DDP

0830 - 1700

$\frac{1}{2}$ Ton Panel

2 Couriers

0830 Pickup Outgoing Pouch DD/P, Rm. GA-58 for State Dept. & Armed Forces Courier Service, Pickett St., Alexandria, Va., all incoming Pouch return to DD/P, GB-12.

Pickup State Dept. mail in Rm. GB-31, Mail & Courier Branch, For rooms 6527, 6635, 8667, 1656, and B-528, incoming mail return to GB-31.

1100 Pickup Outgoing Pouch, Rm. GA-58, for State Dept., Rm. B-528, incoming Pouch deliver to GB-12.

Pickup State Dept. mail in GB-31, deliver direct to Security, Rm. 2430 & 2519; also Rm. 26A-07, and miscellaneous State Dept. mail to B-528.

1300 Deliver Specials

1430 Pickup outgoing Pouch DD/P, Rm. GB-58 for State Dept. and A.F.C.S., all incoming Pouch return to GB-12.

Pickup State Dept. mail GB-31, deliver to 6527, 6635, 8667, 1656, and B-528 State Dept., incoming mail return to GB-31.

NOTE: Tuesday and Thursday 1430 run does not go to A.F.C.S., on both days run departs at 1500.

SECRET

DD/P POUCH & MONETARY DELIVERY
10:00 - 1830

11:00 A.M.
1- $\frac{1}{2}$ Ton Panel
1 Sedan

10:00 On specials for Mail & Courier Branch (M&CB) LSD/OL Room GB-31

1700 Pickup Deputy Director of Plans (DD/P) Pouch in room GA-58
deliver to State Department Pouch room.

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POSTAL RUNS

1 Sedan
2 Mail Clerks

DEPARTURE TIMES

0900	GB-31 Hqs.
0945	Main Post Office
1015	Key Bldg.
1030	1700 Pa. Ave.
1045	Georgetown Post Office
1300	GB-31 Hqs.
1325	Key Bldg.
1445	GB-31
1515	Main Post Office

CITY RUN

Sedan
2 Couriers

The City Run is performed twice daily leaving at 0830 hours each morning and 1300 hours each afternoon. It is the responsibility of the couriers assigned to this run to service the various Government Agencies located in the Washington, D. C. area. There are approximately 155 Government Agencies that this run could possibly service and the Agencies and buildings listed below are the stops made most frequently by the couriers assigned to the City Run.

AM SCHEDULE

Headquarters

Interior

General Service Admin.

[REDACTED]

25X1A

Bu. of Customs

U.S. Information Agency

EOB & White House

Treasury Dept.

Commerce

Federal Bureau of Investigation

Government Accounting Office

Library of Congress

Dept. of Labor

Headquarters

FM SCHEDULE

Headquarters

Munitions

Federal Reserve



25X1A

USIA 1750 Pa. Avenue



25X1A

EOB & White House

Treasury

Commerce

Agriculture

FAA

Donnaugh Bldg. Transportation



25X1A

D. C. Health Lab. When you have mail

FBI

Rosslyn Garage

Key Bldg.

Headquarters